

4/03/07

PROCEDURES

ACTION CODES

The Action Codes below should be used based on the type of Office Adjustment transaction needed.

40 – Amended Taxpayer Figures – Enter only the amended figures on the Office Adjustment. Do not re-enter correct figures from the original return.

41 – DOR Adjusted Figures – Enter only the adjusted figures on the Office Adjustment. Do not re-enter correct figures from the original return.

44 – Post return figures to a period where the period return segment does not exist on the sales tax data base. This includes amended taxpayer figures and DOR adjusted figures where the original return no longer appears on the data base and has been transferred to the annual statements. Do not re-enter correct figures from the original return.

44 - Post return figures to a period return segment where the original return does not exist on the sales tax data base. The Office Adjustment may be used instead of the original return for posting return figures to the system. However, the Office Adjustment will not automatically clear a delinquency if one exists for the period. Contact the Division of Collections to clear a delinquency.

*Office Adjustments must not be processed to a period return segment if the original return has been kicked out and the kick-out (TAD) has not been submitted back through the Sales Tax System. The TAD must be processed first before an Office Adjustment can be submitted. If the kick-out (TAD) has not been submitted back through the system, the period return data will show “ADJ OUT” on the left side of the screen. If the Kick-out (TAD) can be located, amended and adjusted figures may be entered on the Kick-out (TAD) using Action Code 63. If a transaction code 62 or 63 appears in the period on the transaction history, the kick-out has been sent back through the system and the Office Adjustment may be completed.

EXAMINER NUMBERS

Examiner Numbers are assigned by the Division of Sales and Use Tax, Office Audit Section. If you need assistance with Examiner Numbers, please call (502) 564-5170, ext. 4129 for assistance.

*Office Adjustments should be forwarded to Perimeter Park Document Prep, Station 23B, for processing.